

RESIDENTIAL INSPECTION PROCEDURES

All construction must follow **FEDERAL, STATE, and LOCAL** codes. With the adoption of Indiana Amendments (year shown in parenthesis), these become INDIANA codes.

1. International Residential Code – 2003 (2008 Indiana Amendments)

2. Carmel/Clay Zoning Ordinance Z-289; As Amended

PROCEDURES:

- ◆ **ANY OF THE FOLLOWING INSPECTIONS MAY BE REQUIRED WITH YOUR PERMIT.** Your Improvement Location Permit application indicates those which have been assessed to your project. Be sure to read the specific instructions for scheduling each type of inspection, as they are not all the same. Your permit number will be **REQUIRED** when scheduling.
- ◆ After the Footing and/or Under-slab inspections have been approved, the BUILDING PERMIT PLACARD **MUST** be posted at all times during construction. It must be located on a front window or door, facing the street, and must be accessible to the inspector for their notation of inspection results, or the inspection will not be conducted and a trip charge will be assessed.
- ◆ The PROPERTY OWNER (or their representative) **MUST** be present for inspections of OCCUPIED structures. Call to schedule these inspections a minimum of 24 hours in advance. A two-hour time window will be given at scheduling, as someone will need to be on site to meet the inspector. Projects East of Keystone will be given two time options in the morning. Projects West of Meridian St. will be given two time options in the afternoon.
- ◆ CANCELLATIONS must be called into the main office at: (317) 571-2444

DEMOLITION SITE INSPECTIONS: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date. (After the structure(s) is down and site has been cleared / debris removed)

FOOTINGS: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date. [For Post & Beam/Pier (FOOTINGS); Basement footings (LOWER FOOTING); and/or crawl space wall or slab wall (UPPER FOOTING)]

1. All water pumped out and scraped clean to solid ground.
2. Forms are to be complete and level.
3. Tarps and insulation cover removed for inspection.
4. Make sure you are staying BEHIND the Building Line.
5. INSPECTION MUST BE APPROVED BEFORE YOU POUR¹.

UNDER-SLAB: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date.

(Inspection is also required on construction of a walkout basement)

1. Insulation **and** vapor barrier shall be installed in any approved configuration, as detailed in the Indiana Energy Conservation Code – 1992 as amended in 2002.
2. Tarps and insulation cover removed for inspection.
3. INSPECTION MUST BE APPROVED BEFORE YOU POUR¹.

ROUGH-IN: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date. (Framing, Electrical, Plumbing, and HVAC)

1. DO NOT INSULATE prior to inspection and approval. Inspection is to be approved BEFORE insulation and coverings on any of the construction areas are installed¹.
2. Structure is to be WEATHER TIGHT: Windows and doors in, roofing, and shingles on.
3. All draft stops and fire blocking must be installed for this inspection.
4. Access to all areas must be provided.
5. All rough-in work completed.

PLEASE NOTE: A Do Not Occupy sticker will be posted at the time of the Rough-In inspection. This **MUST NOT** be removed until the Certificate of Occupancy has been issued. This notice does not indicate a problem with the construction, only that the C/O has not yet been issued, and therefore the construction **MAY NOT BE OCCUPIED**.

METER BASE: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date.

1. **STRUCTURE IS TO BE WEATHER TIGHT:** Windows and doors in, roofing and shingles on.
2. Grounding is required for customer's service entrance equipment. Grounding shall be in accordance with the provisions of the International Residential Code – 2000 (2001).
3. A ground connection for customer's service equipment shall not be made in or on the meter-mounting device for Utility provider.
4. Conduit to meter base must be 2-inch rigid steel, or Schedule 80 PVC, and must extend 18-inch minimum below grade. **SCHEDULE 40 IS NOT PERMITTED.**
5. All disconnect switches, main panels, CT cans, and sub-panel covers must be removed.
6. When this inspection has been approved, a green meter tag, signed by the inspector, will be placed on the meter base or riser pipe. The contractor can then schedule the utility turn on.

FINAL: Schedule by calling (317) 571-2444 a minimum of 24 hours prior to request date.

1. CONSTRUCTION SHALL NOT BE OCCUPIED PRIOR TO APPROVAL OF THE FINAL INSPECTION.^{1,2}
2. All electrical, plumbing, and mechanical work, as well as any items that are determined to be in the interest of public health, safety, and welfare shall be 100% complete prior to approval of the Final inspection or issuance of a Certificate of Occupancy.
3. Final grading, rear, and side swales shall be completed PRIOR to the final, "weather permitting."
4. After the Final inspection is performed and approved, a Temporary, Partial, or Full Certificate of Occupancy (C/O) may be issued. (Temporary C/O's will require a final re-inspection of incomplete items and additional fees that must be paid before the full C/O can be issued. A Partial C/O means part of the construction is fully approved, but other areas still need full inspection.)
5. If there is a gate code or lockbox code required to gain access, it **MUST** be provided to the scheduler at time of scheduling the inspection.

A minimum of 24 hours is required before the full Certificate of Occupancy will be issued.

PERSONAL PROPERTY OF ANY TYPE/FORM CONSTITUTES OCCUPIED^{1,2}

◆ **RE-INSPECTION FEES AND PENALTIES:**

- ◆ **AN ADDITIONAL FEE IN THE AMOUNT OF \$61.00 WILL BE CHARGED FOR ANY INSPECTION THAT REQUIRES MORE THAN ONE TRIP FROM THE OFFICE OF BUILDING & CODE ENFORCEMENT. (Re-inspection fee or additional/extra inspection fee)**
- ◆ **LATE FEE PENALTIES ON INSPECTIONS¹ will be assessed a \$894.50 fee, per occurrence, for Single-Family, Two-Family, and Town Home construction; and a \$596.00 fee, per occurrence, for all other residential construction. LATE FEES MUST BE PAID BEFORE INSPECTIONS MAY BE RESUMED.**
- ◆ **TEMPORARY CERTIFICATES OF OCCUPANCY WILL BE ASSESSED A FEE OF \$29.50. PARTIAL CERTIFICATES OF OCCUPANCY WILL BE ASSESSED A \$119.00 FEE.**
- ◆ **ALL RE-INSPECTION AND/OR ADDITIONAL/EXTRA INSPECTION FEES, OR ANY OTHER OUTSTANDING FEES BESIDES LATE FEES, MUST BE PAID BEFORE A FULL CERTIFICATE OF OCCUPANCY WILL BE ISSUED.**

NOTICE

¹The Carmel Zoning Ordinance provides for a penalty if any construction is continued without having any one of the above inspections scheduled, performed, and approved. This penalty will be based on the LATE FEES established with the fee structure; established in Ordinance Z-289, Section 29.6.8, "Late Fees on Inspections". This penalty also applies to any construction that is found to be occupied before a Certificate of Occupancy is issued.

²**CARMEL ZONING ORDINANCE, SECTIONS 29.4.3(1):** *No land shall be occupied or used and no building hereafter erected, reconstructed, or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a Certificate of Occupancy shall have been issued by the Building Commissioner (Dept. of Community Services Director) stating that the building and use comply with all of the provisions of this Ordinance applicable to the building, premises, or use in the district in which it is to be located.*